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Working Copy, Updated Sept 2015
Policies & Procedures for International Group Travel

**INTRODUCTION**

The University of Michigan-Flint encourages its faculty and staff to consider developing and leading study and/or experiential global programs. UM-Flint short-term education abroad programs provide excellent opportunities for faculty, staff, and students to develop intercultural skills that contribute to the internationalization of our campus. A short-term program is a type of experience that may consist of either a credit-bearing course or a non-credit global experience.

**UNIVERSITY OF MICHIGAN INTERNATIONAL TRAVEL POLICY**

This International Travel Policy applies to faculty, staff, and all students traveling outside of the United States of America for University-related purposes, which may include but are not limited to study, research, internships, service, conferences, presentations, teaching, performances, or athletic competitions. Schools, colleges, or business units may have additional policies and procedures that support this overall policy. This International Travel Policy outlines the University’s requirements with regard to the University’s policy subject to: (A) the University Travel Registry; (B) travel abroad health insurance; (C) emergency evacuation insurance; (D) University Travel Warnings or University Travel Restrictions; and (E) international travel involving student groups. The entire travel policy can be found at http://spg.umich.edu/policy/601.31.

**PROGRAM APPROVAL PROCESS & DEADLINES**

Proposals for new and previously offered programs are considered through the submission of the Application for International Group Travel. All proposed programs must be vetted and approved through the sponsoring university unit and adhere to any unit-level policies for submitting a proposal for short-term off-campus study. Programs must also be reviewed for health and safety by the International Travel Advisory Committee (ITAC*). Programs to destinations that have a University Travel Warning or Restriction will be reviewed by the University-system International Travel Oversight Committee (ITOC). ITOC functions out of Ann Arbor and includes representatives from UM-Flint. To determine, visit http://global.umich.edu/travel-resources/warnings-restrictions/.

All international group travel programs are administered in collaboration with the Education Abroad Office (EAO). The EAO is under the auspices of the International Center.

The approval process is as follows:

1. The Program Leader must complete any department/unit-level processes and acquire appropriate endorsement on the Application for International Group Travel.
   - Deadline: Please contact your sponsoring unit(s)

2. The Program Leader must submit the Application for International Group Travel by the specified deadline:
   - Deadline for programs seeking EAO marketing support and student scholarship eligibility: March 15 for programs taking place the following year
   - Deadline for all other programs: 90 days prior to trip commencement

   Program Leaders and units will be notified regarding ITAC decisions. If the program is approved for health and safety, the ITAC Chair will sign appropriate endorsement on the Application for International Group Travel.

3. Programs seeking sponsorship through the International and Global Studies Program (IGS) should submit a proposal and requested material to the IGS Chair. Program Leaders and units will be notified about IGS decisions and the IGS Chair will sign the appropriate endorsement on the Application for International Group Travel. For more information—including program proposal deadlines—please visit please visit the IGS website at www.umflint.edu/igs.

   **Programs seeking IGS sponsorship that are not approved by IGS must contact their department and Dean’s Office to seek approval for school/college sponsorship.**

4. The Education Abroad Office will contact the sponsoring unit(s) for final approval. If the program is approved, EAO will contact the Program Leader and initiate the implementation process.
COLLABORATION WITH EDUCATION ABROAD OFFICE

Because there are individual as well as shared responsibilities, Program Leaders and EAO staff must plan to work collaboratively. In general, EAO will support the program by designing marketing material for the program, facilitating the program application and scholarship application process, collecting appropriate student forms, enrolling participants in international health insurance, and registering the program in the UM Travel Registry. EAO will also communicate with students to ensure health and safety compliance, provide information about deadlines, and respond to general inquiries about the program. Program Leaders are expected to respond to program-specific questions.

PROGRAM LEADER ELIGIBILITY

Group leaders (faculty or staff) leading students abroad to any destination for study, research, or other reasons must have their plans reviewed and approved in advance by the Dean or designated administrator of each academic or business unit in which the program is based. Faculty and staff typically have had previous on-site travel experience before proposing a short-term program and are able to communicate their contributions to the program, as well as their limitations. Program Leaders should contact their sponsoring unit(s) for unit-specific eligibility policies.

PROGRAM LEADERS AND SPONSORING UNITS ARE RESPONSIBLE FOR THE FOLLOWING:

a. **Academic/Co-Curricular Content:** including syllabi, course materials, lectures, excursions, etc.
b. **Travel and Logistical Arrangements:** If no program provider or on-site coordinator is utilized to arrange program logistics (housing, in-country and local transportation, meals, and excursions), it is the Program Leader’s/unit’s responsibility to make these arrangements.
c. **Budget:** The Program Leader must provide budget figures for all expenses as well as an estimated program fee. All program accounts are managed by the Program Leader and the sponsoring unit. This includes understanding and initiating lump sum cash advances, P-Card limits (when available), and per diem advances. At least 90 days prior to departure, please contact the Financial Services & Budget and Procurement offices to discuss the appropriate methods to (1) acquire funds and (2) procure travel expenses.
d. **Course Descriptions:** The Program Leader must develop a program description, incorporating brief narratives of the academic course, program structure, eligibility requirements, as well as prerequisites, degree requirements fulfilled, housing and meals, and any physical demands students must meet to participate in the program.
e. **Marketing and Recruitment:** The recruitment of students is one of the Program Leader’s/department’s primary responsibilities. EAO will design printed and electronic material of the program and conduct general marketing support.
f. **Enrollment:** All students are required to submit an application online through M-Flint WorldLink. Program Leaders select students based on the application and other resources, including interviews and additional paperwork, and use eligibility requirements published in the program description. EAO facilitates the student application process.
g. **General Oversight of Students:** Program Leaders provide general oversight and direct students in the academic and intercultural goals of the program both while in the country and while on the program. Program Leaders are the primary individual responsible for the supervision and welfare of the students participating in the program, and are, among other things, responsible for ensuring each student’s conformance to University and other applicable policies, rules, regulations, and standards of conduct. Program Leaders should be familiar with the *International Travel Program Leader Handbook* and the *International Travel Incident and Crisis Management Handbook*.

INTER-UNIT COLLABORATIONS

Program Leaders who collaborate with faculty and/or staff from other units must ensure that all sponsoring unit-level policies are followed. It is the responsibility of the primary Program Leader’s unit to manage the program budget and facilitate the implementation process.

CHANGES TO PROGRAM PROPOSAL

Any changes to the information on an approved *Application for International Group Travel*—including co-leader appointments—must be communicated to the sponsoring unit and be submitted for additional review to ITAC.

PROGRAM TRAVEL DATES

Program travel dates and coursework must fall within the start and end dates of a term. For example, a program with corresponding course work taking place in Spring term cannot have a travel start date in Winter term; the travel start date must fall within Spring term.
Any exceptions to this must be made prior in coordination with the sponsoring unit, Office of the Registrar, Office of Financial Aid, and the Cashier’s Office.

COMPENSATION & TEACHING LOAD GUIDELINES FOR CREDIT-BEARING PROGRAMS
Each sponsoring unit is responsible for arranging compensation for Program Leaders and for providing guidelines for teaching load. In situations where Program Leaders come from different units, the arrangement must be facilitated and coordinated by the respective Deans’ Offices.

IGS FACULTY COMPENSATION POLICY FOR IGS SPONSORED COURSES (2012)

- Study Abroad courses will be offered and compensated as a regular spring/summer class. Faculty will receive no less in compensation for a study abroad course than is established for regular on-campus spring/summer teaching within the unit in which it is being taught (usually 1/9th of salary for a three credit course).
- Because of the extra responsibility and workload involved, faculty will receive no less than $6,500 for teaching a study abroad course. When a course is co-taught by two faculty members, the compensation will be divided equally between two faculty members.

Where faculty have a 12 month instructional appointment, please contact your unit.

COURSE SCHEDULE & REGISTRATION
Programs that are credit-bearing must have an appropriate course association. Programs approved for International and Global Studies (IGS) sponsorship must be INT 394/594 only and cannot be cross-listed with any other courses. All other programs must have a relevant course name and cannot be cross-listed with INT. In programs offered to both undergraduate and graduate students, both the undergraduate and graduate course must be identified.

The submission of the course schedule to the Registrar’s Office is coordinated by the Education Abroad Office.

PARTICIPATION ELIGIBILITY

It is expected that ALL individuals participating in on-site program activities must pay the program fee and be registered for international travel.

<table>
<thead>
<tr>
<th></th>
<th>Student</th>
<th>Non-Student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Degree-seeking/Non-Candidate for Degree/Guest)</td>
<td>(Alumni/Community Member)</td>
</tr>
<tr>
<td>Pays program fee</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Registers and pays tuition for course</td>
<td>Required</td>
<td>Recommended</td>
</tr>
</tbody>
</table>

Non-students, Non-Candidate for Degree students and Guest students are not eligible for financial and university scholarships.

COMPANION AND DEPENDENT TRAVEL

From the University of Michigan’s Guidance for Education Abroad Program Leaders and Accompanying Dependent and Companion Travel:

The primary duty of a Program Leader is to appropriately manage the education abroad program. This includes assuming responsibility throughout the education abroad experience for both program quality and for the health and safety of all participants. Specific responsibilities might include: organizing coursework and related activities; accommodations; travel arrangements; identifying and mitigating risks; and responding to emergencies. A Program Leader must be available to provide emergency support to participants on a 24/7 basis.

A U-M Program Leader’s dependent is defined as their spouse or other qualifying adult, and/or child. A companion is another adult accompanying the Program Leader on the education abroad trip. Because a Program Leader’s primary responsibility is to the quality, safety and success of the experience, the University of Michigan discourages Program Leaders from bringing dependents or companions on an education abroad program. A feasible alternative is to travel with the dependent or companion before or after the program.

The U-M recognizes that despite the above discouragement, sometimes a Program Leader has compelling reasons for a dependent or companion to accompany them on an education abroad experience. In such cases, the Dean of the
school or college, or the leader of the unit that is sponsoring the programs must be informed and approve the accompanying dependent/companion plan.

For additional information on this process, please see the Guidance for Education Abroad Program Leaders and Accompanying Dependent and Companion Travel at http://global.umich.edu/travel-resources/policies/.

CANCELLATION
The University of Michigan-Flint reserves the right to discontinue short-term programs at any time before or after departure, at its sole discretion. Among the reasons for discontinuation and cancellation of programs is insufficient enrollment and health/safety concerns.

WITHDRAWAL
It is expected that a Program Leader will not withdraw except in an emergency. If it is impossible to serve as a Program Leader, the Program Leader’s sponsoring unit(s) and the Education Abroad Office must be notified immediately.

INTERNATIONAL TRAVEL INVOLVING STUDENT ORGANIZATIONS
Registered student organizations may submit a proposal to travel abroad as a group. The proposal must include the background on the student organization, the trip objective(s) and desired outcomes, a proposed budget, and tentative itinerary. The group leader must prepare the Application for International Group Travel and acquire the appropriate endorsement from Student Involvement and Leadership (SIL), as well as their sponsoring unit. The proposal and Application for International Group Travel must be submitted to the Education Abroad Office (EAO) at least 90 days prior to trip commencement. All university travel policies apply.

STUDENT PRE-DEPARTURE ORIENTATION
Program Leaders are required to orient students and other participants to the destination(s) prior to departure.

PROGRAM LEADER PREPARATION
Program Leaders are required to participate in a health and safety orientation prior to departure. Throughout the year, Program Leaders are also encouraged take advantage of sessions made available by EAO and IGS to gain expertise as an off-campus Program Leader. Program Leaders are provided the International Group Travel Program Leader Handbook.

BUDGET MAINTENANCE & FINANCIAL REPORTING
At least 90 days prior to departure, please contact the Financial Services & Budget and Procurement offices to discuss the appropriate methods to (1) acquire funds and (2) procure travel expenses. Program Leaders must adhere to the University of Michigan guidelines for travel and hosting (see U-M Standard Practice Guide — http://spg.umich.edu/). The Education Abroad Office will rely on Program Leaders to account for use of their funds in accordance with these guidelines. Program Leaders are expected to review budget information and reconciliation procedures with their departmental Business Administrator prior to travel. The Business Administrator is the person within the Program Leader’s supporting unit who will manage their project budget. Program Leaders are encouraged to set up a meeting with their Business Administrator as soon as possible to discuss their anticipated financial needs, as well as the administrative accounting guidelines they will need to follow (before, during, and after travel).

The University of Michigan-Flint requires complete financial reporting for all expenses incurred by the program. See www.umflint.edu/financialservices for complete University Policies and Procedures regarding P-Card and cash management.

MEDICAL COVERAGE
International travel medical insurance for faculty and staff is provided through GeoBlue Traveler. The plan covers spouses/domestic partners and dependents traveling with the Program Leader. It also covers leisure activities prior to and after the University-related program. All University of Michigan faculty and staff are covered by a blanket policy therefore Program Leaders do not have to pay for the plan. Visit www.uhs.umich.edu/files/uhs/14-15-BT-Member-Guide.pdf to learn more and download a card.

Student participants are enrolled in an international medical plan by the Education Abroad Office.

HEALTH, SAFETY, AND COMMUNICATION
Program Leaders will arrange for means to contact the University of Michigan-Flint campus either at or near the site(s) of the program and will have a clear communication link to the campus. Regardless of the location(s), Program Leaders should be prepared to respond to health and safety concerns, whether emergency or routine in nature. Program Leaders are provided with a health and safety orientation as well as the International Travel Incident and Crisis Management Handbook.
Responsibilities of Program Leader & Business Administrator

It is expected that program leader provide leadership in terms of student welfare, including academic and personal advising. Other responsibilities include:

**After Approval**
- Create Project/Grant (P/G)
- Market and recruit students
- Review applications and accept or deny students and provide decisions to EAO
- Respond to student inquires about specific program details

**Prior to Departure**
- Host country and program specific orientation sessions
- Ensure student compliance with university travel requirements
- Check payment status of participants
- Facilitate any visa application requirements
- Check and follow up with course registration status of participants
- Make decisions regarding lack of payment and/or lack of registration
- Register at US Embassy/Department of State
- Pay for program expenses; withdraw Cash Advances

**While Abroad**
- Send email to UM-Flint upon safe arrival of program participants
- Keep UM-Flint informed of any problems or issues as soon as they arise.
- Follow and abide by health and safety protocols, for both emergencies and non-emergencies

**Upon Return**
- Communicate conclusion of program
- Submit grades in timely manner
- Reconcile budget & close P/G
- Other department or unit requests
Illustrated below is an overview of the cycle of short-term programs:

1. Faculty/staff has interest in designing a short-term program
2. Faculty/staff drafts a proposal and budget
3. Faculty/staff submits the proposal for review and approval
4. Faculty/staff works with Education Abroad Office to develop marketing material
5. Faculty/staff markets program and provides decisions on student applicants
6. Faculty/staff orientates accepted students to program and prepares to depart
7. Faculty/staff takes students abroad
8. Faculty/staff returns

Tentative Calendar for Academic Year 2016/2017 (for programs taking place in 2017):

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Unit-Level Proposal Due</td>
<td>December – March 2016</td>
</tr>
<tr>
<td>Health/Safety Assessment form Due</td>
<td>Mid – March 2016</td>
</tr>
<tr>
<td>IGS Proposal Due</td>
<td>Late March 2016</td>
</tr>
<tr>
<td>Marketing Preparation</td>
<td>May – August 2016</td>
</tr>
<tr>
<td>Student Application Opens</td>
<td>September 2016</td>
</tr>
<tr>
<td>Student Application Closes</td>
<td>December 2016</td>
</tr>
<tr>
<td>Student Scholarship Application Due</td>
<td>January 2017</td>
</tr>
<tr>
<td>Student Program Fee Due</td>
<td>March 2017</td>
</tr>
<tr>
<td>Program Takes Place</td>
<td>May – August 2017</td>
</tr>
</tbody>
</table>
## Checklist-at-a-Glance

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Activity</th>
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</table>
| **Program Proposal**       | ☐ Review the Policies and Procedures for Short-term International Group Travel Programs  
☐ Review any unit policies and procedures  
☐ Attend the program leader preparedness workshop  
☐ Develop the program proposal and budget  
☐ Contact the EAO and IGS for any questions |
| **Approval**               | ☐ Submit your proposal for unit review  
☐ Submit your proposal for health/safety review  
☐ After ITAC decision is received, you will be contacted by the Education Abroad Office (EAO) to begin prep work for implementing the program  
☐ If seeking IGS sponsorship, submit your proposal to IGS for review |
| **Marketing Preparation**  | ☐ Complete the online [Group Travel Implementation Questionnaire](#)  
☐ Review your budget and the per/student program fee  
☐ Review content marketing materials created by EAO  
☐ Work with your business administrator to create a Project/Grant (P/G) for the program, if it does not already exist |
| **Marketing and Enrolling**| ☐ Attend the program leader preparedness workshop for approved leaders  
☐ Market the program utilizing all available promotion avenues  
☐ Frequently access M-Flint WorldLink to review applications and provide decisions |
| **Pre-Departure Preparation** | ☐ Arrange and host sessions to meet with students  
☐ Review payment statuses of students  
☐ Work with your business administrator to secure financials (airfare, payment(s) to onsite hosts, request cash advance)  
☐ Verify that students have met the travel requirements of the country (passport, visa, immunizations, etc.)  
☐ Verify students have registered for course (if credit-bearing program)  
☐ Host country-specific health and safety pre-departure orientation  
  ☐ Provide HTH Insurance Cards to students  
  ☐ Complete the Emergency Wallet Card with students  
☐ Register your travel program with the U.S. Embassy:  
  ☐ [https://travelregistration.state.gov/ibrs/ui/](https://travelregistration.state.gov/ibrs/ui/)  |
| **Abroad**                 | ☐ Notify UM-Flint upon arrival at umf-itac@umflint.edu  
☐ Keep expense log  
☐ Submit Incident Reports as incidents and crises arise; provide support to students  
☐  |
| **Return**                 | ☐ Notify UM-Flint at umf-itac@umflint.edu upon program conclusion and/or return  
☐ Work with your business administrator to reconcile the Project/Grant and close, if necessary  
☐ Submit grades  
☐ Complete any additional department or unit requests  |

*Note: The [Group Travel Implementation Questionnaire](#) can be found [here](#).*
Program Models

Outlined below are the models for short-term programs:

**International & Global Studies (IGS) Program**

Faculty may choose to lead a study abroad program that is **sponsored by IGS**. Courses are structured by the program leader, in consultation with IGS, and can be for undergraduates, graduates, or both. To lead an IGS program so, faculty are required to submit a proposal to the IGS Study Abroad Committee. Faculty who choose to lead an IGS-sponsored program receive the added benefits of having the program associated with INT credit, which attracts a larger, more diverse student population. In addition, selected scholarships have been designated for students participating in IGS programs.

**Departmental Program**

Faculty or staff may choose to lead a **discipline-specific** program catered to a particular population of students. These programs may have specific academic pre-requisites that students must meet and may only be available to a specific type of student within a specific major or discipline. Courses are structured by the program leader, and can be for undergraduates, graduates, or both. Course content, credit, required excursions, and prerequisites are all determined by the program leader and should be approved by the program leader’s department and/or school/college.
International and Global Studies Program (IGS)

ABOUT IGS
The International and Global Studies Program is an interdisciplinary program that aims to provide students with a framework for focusing on international relations and global trends. The Program has grown out of the conviction that International and Global Studies merits its own focus. The purpose of the Program is to enable students to gain a global perspective of human events and behavior; to appreciate the cultural diversity of the World; to discern global patterns and processes and to understand their impact on particular regions. The Program’s courses are intended to provide students with a global perspective at three levels: chronological, spatial, and thematic. The Program is enriched by study abroad courses and by the opportunity for students to study at the Japan Center for Michigan Universities (JCMU) located in Hikone, Japan. Students will earn University of Michigan-Flint credits by participating in University of Michigan-Flint sponsored study abroad courses.

FACULTY ELIGIBILITY
1. The course instructor must be a full-time UM-Flint faculty member (Lecturer, Tenure Track, or Clinical). The UM-Flint instructor is the faculty member for the course.
2. The faculty member needs to have language fluency (reading and speaking) in the language of host country. If not, the proposal should outline what steps the faculty member(s) will take to ensure that language barriers are appropriately handled.
3. It is preferred that the faculty member have prior experience studying in the host country and that it fits their expertise; or is their focus of research.
4. The area of study for the course must be the same as or highly similar to the instructor’s teaching area at UM-Flint. This will be given great scrutiny by the IGS Study Abroad Committee.

PROPOSAL INFORMATION
A proposal call will generally be distributed by the director of IGS in January for the following academic year.
IGS Proposals should include a preliminary syllabus, a detailed draft itinerary of travel and activities, and a program budget including airfare.

INT COURSES
Programs approved for International and Global Studies (IGS) sponsorship must be INT 394/594 only and cannot be cross-listed with any other courses. All other programs must have a relevant course name and cannot be cross-listed with INT. In programs offered to both undergraduate and graduate students, both the undergraduate and graduate course must be identified. The INT credit attracts a larger, more diverse student population. Additionally, selected scholarships have been designated for students participating in IGS endorsed programs.

IGS STUDENT SCHOLARSHIPS
Students participating on IGS sponsored program are eligible to apply for scholarships earmarked for IGS programs. Scholarships include:

- Ralph M. Freeman and Emmalyn E. Freeman Study Abroad Scholarship
- Esther C. Stone Study Abroad Scholarship
- Virginia Hoover Thompson International Travel Scholarship
- Myron and Margaret Winegarden Scholarship

Scholarship eligibility criteria includes GPA and number of earned credit hours. Scholarship deadlines are typically in mid-January; awards are typically announced in early February.

COURSE DEVELOPMENT FUNDS
A course development stipend of $2,000 on a competitive basis (limited to the availability of funds) will be awarded by IGS to the faculty member(s) who is (are) proposing and developing a new study abroad course. One-half of the development stipend will be paid once the course is approved by the respective academic unit, ITAC, and IGS. The second half of the stipend will be paid upon completion of the course development and its placement in the university schedule. The development stipend shall not be returned to the university if the course is cancelled due to low enrollment. In the case of involvement of two faculty members in the development of a study abroad course, the development stipend will be divided equally between the faculty members.
Campus Support: Units, Departments, & Committees

There are several campus units that play an integral role in the administration and implementation of short-term international group travel programs.

**Sponsoring Department/Unit**
The Program Leader’s sponsoring department/unit plays an integral role facilitating short-term group travel programs. Within a Program Leader’s sponsoring unit, key individuals include:

- Business Administrator: the person within primary program leader’s unit who will be handling the budget account and financial paperwork of the program. Usually, this person already serves in the role of office administrative assistant and is familiar with the University’s fiscal policies.
- Dean, Chair, and/or Director: authorizing individual who coordinates and oversees the development of implementation of the college/school or department’s visions and goals.

The Dean, Chair, or Director may identify other personnel who will support the unit’s international travel programs. Faculty and staff are encouraged to contact their department or college/school’s dean’s office for information on unit-level policies.

**Education Abroad Office (EAO)**
The role of the Education Abroad Office is to support, inform, advise, help and serve as a liaison to individual education abroad programs, academic units, and other UM-Flint offices and constituencies. EAO also serves as a liaison to off-campus agencies and programs. EAO, in conjunction with the International Travel Advisory Committee (ITAC) promotes and monitors minimum requirements for all UM-Flint students, faculty, and staff participating in the international travel programs.

**International Global Studies Program (IGS)**
The International and Global Studies Program (IGS) is an interdisciplinary program that aims at providing students with a framework for focusing on international relations and global trends. Faculty may choose to lead a study abroad program that is sponsored by IGS. Courses are structured by the program leader, in consultation with IGS, and can be for undergraduates, graduates, or both. To lead an IGS program, faculty are required to submit a proposal to the IGS Study Abroad Committee. Faculty who choose to lead an IGS-sponsored program receive the added benefits of having the program associated with INT credit, which attracts a larger, more diverse student population. In addition, selected scholarships have been designated for IGS programs. Please visit [www.umflint.edu/igs](http://www.umflint.edu/igs) for information about seeking IGS sponsorship.

**International Travel Advisory Committee (ITAC)**
The International Travel Advisory Committee (ITAC)—formerly the Study Abroad Advisory Committee (SAAC)—was created in 2009 to work on behalf of the Provost and in conjunction with the Education Abroad Office (EAO) in key areas involving study/travel abroad programs. As an advisory committee, ITAC evaluates international travel risk management issues in cooperation with specific programs, departments, individuals, and the UM system International Travel Oversight Committee (ITOC). The ultimate authority in evaluating and approving international travel programs is the Provost (or designee), as recommended by ITAC and appropriate constituencies. This same authority pertains to the cancellation of a program due to health and safety concerns. The ultimate authority for cancellation due to lack of financial viability resides within the sponsoring academic unit, in consultation with ITAC.

**International Travel Oversight Committee (ITOC)**
The International Travel Oversight Committee is the university system-wide health and safety committee. It consists of members from various units across all three campuses, including the University of Michigan Office of the Provost and Executive Vice President for Academic Affairs. ITOC is housed in UM-Ann Arbor and is responsible for the overall management of the University Travel Registry. ITOC also ensures the compliance of the UM Travel SPG 601.31 by reviewing safety plans of individuals and groups traveling to destinations that are considered University Travel Warnings or University Travel Restrictions, amount other charges. ITOC coordinates with organizations such UM General Council, Highway to Health Insurance, the US Statement Department, and others to respond to crisis’s as they occur.

**Office of Student Accounts/Cashier’s Office**
The Office of Student Accounts/Cashier’s Office is responsible for applying program fees to students’ accounts for international group travel program participants. They work closely with the Education Abroad Office and departments sponsoring to update program budgets with students’ payments, and send financial updates to respective units.
OFFICE OF THE REGISTRAR
The Office of the Registrar is responsible for maintaining student records and verifying student information such as academic, judicial, and disciplinary information.

OFFICE OF FINANCIAL AID
Advisors within the Office of Financial review students’ financial aid packages and help students determine financial aid eligibility. Financial Aid advisors also disburse awards to students and verify that students have successfully completed coursework.

FINANCIAL SERVICES AND BUDGET
The Financial Services & Budget Department assists in maintaining the fiscal integrity of UM-Flint. It also provides services to facilitate campus faculty, staff and students in understanding university policies and procedures, financial reporting, student billing, financial analysis, fiscal controls, budgeting, accounts payable and the collection, custody and release of campus funds.

Program Expenses & Payments
This section is meant to guide you and your business administrator when you facilitate payment for program expenses.

DEFINITION OF PROGRAM EXPENSES
At the time that you submitted your proposal for the education abroad program, you also submitted a budget via an excel sheet with items and costs related to the program expenses. These expenses may include but are not limited to:

- Airfare
- Travel visas
- Onsite transportation
- Housing
- Meals
- Site visits & excursions
- Speaker’s fees

From your budget, a per-student program fee is determined. An account or Project/Grant will also be established for your program by you and/or your department and/or unit business administrator. Student program fees are deposited into the account specified for your program. This account typically resides within your department’s or unit’s Chartfields.

PAYMENT METHODS
Payments should be done in a secure manner. Please note the following methods of payment authorized by the University of Michigan:

- Purchase Order (Check or Wire Transfer)
- P-Card (university credit card)
- Non Purchase Order Voucher (Check or Wire Transfer)
- Cash Advance
  - Lump Sum Advance (for abroad group travel and amount is more than $10K)
  - Cash Advance for personal travel (through Concur)

Please note that wire transfers can take two – four weeks to process. Correct information from the foreign bank is critical! If any part is incorrect, the wire will be rejected and it may take another 2 – 4 weeks before the department is notified. If any foreign vendor/host accepts a credit card, it is the recommended method of payment for foreign travel expenses.

Payment methods should be discussed with the Business Administrator prior to making payment arrangements. Determine the methods of payment accepted by the onsite host or vendor. Then, work closely with your department or unit business administrator to facilitate the payment with the Procurement & Contract and Financial Services & Budget (FSB) Offices. Both offices are willing to meet before a scheduled trip to help decide the best payment methods and help process any Lump Sum or Cash Advances. Please visit http://www.umflint.edu/financialservices/financial-services-budget to learn more.
Faculty should find out about the feasibility of their chosen payment method prior to arrival on site to prevent last minute concerns (i.e., credit cards may not be accepted at local restaurants, ATM machines may not be readily accessible).

**PRE-PAYING**
Whenever possible, pre-paying for group activities and facilities like accommodations, meals, event tickets, local transportation, and materials is highly suggested. This can also help avoid handling many receipts or carrying large amounts of loose currency.

**ABOUT CONCUR**
The university uses the Concur Travel and Expense Management System for tracking and reconciling employee business travel, hosting, P-Card (travel and non-travel), reimbursable out-of-pocket business expenses, and cash advances. It can also be used to make travel arrangements (book airfare, hotel accommodations, car rental, etc.) and is used in conjunction with the university’s designated travel agency, Conlin Travel (855-200-8785 (toll-free) from 8am – 8pm EST. Please visit http://www.umflint.edu/financialservices/concur to learn more.

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**Customizing Programs with Program Providers**

Making arrangements for on-site lodging, transportation, site visits, etc. can consume a lot of a program leader’s time and energy. For those who have few in-country contacts and maybe have less experience with the local territory and/or language, having the assistance of an organization that specialize in travel to that destination is extremely beneficial. A number of organizations called program/service providers specialize in arranging educationally focused group travel. They can assist program leaders with tasks such as securing group flights (if required), hiring local guides, making housing arrangements, locating classroom space abroad, arranging in-country transportation, and arranging excursions and site visits.

Program/service providers general take on the liability associated with the program. There may be additional costs associated with using a program/service provider, but depending on the services requested and the number of students involved, the per-student cost can be quite reasonable, especially considering the time and effort included in making some of the arrangements. Because these program/service providers always work with groups, they will likely be able to negotiate lower rates for airfare, hotels, etc. Again, arranging programs through a program/service provider may be the best option for faculty who are new to leading study abroad programs.

Some providers include:

- Center for International Studies Abroad ([www.cisabroad.com/customized-programs](http://www.cisabroad.com/customized-programs))
- Cultural Experiences Abroad ([www.ceastudyabroad.com/educators/custom-programs.html](http://www.ceastudyabroad.com/educators/custom-programs.html))
- EF Educational Tours ([www.eftours.com/](http://www.eftours.com/))
- International Studies Abroad ([cp.studiesabroad.com/current-programs](http://cp.studiesabroad.com/current-programs))

Particularly for new programs, it is recommended that program leaders obtain a couple of quotes from different travel operators/service providers in order to compare prices.

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**Funding for Students**

While the cost of education abroad may seem daunting for students, over 70% of education abroad participants receive some sort of financial assistance to study abroad. The main funding support sources available for students includes: a) **Financial Aid**; b) **UM-Flint Scholarships & Grants**; c) **Federal Scholarships**; and d) **Scholarships and Grants through External Organizations**.

**FINANCIAL AID**
Fedrally funded financial aid may be used by eligible participants enrolled in education abroad programs. Since federal aid is based on a real budget, the amount of the award for the period of the program may vary from that receive while attending UM-Flint. Eligible students are encouraged to contact a Financial Aid advisor EARLY in the process to review their options.
UM-FLINT SCHOLARSHIPS & GRANTS
Certain university scholarships are available to eligible students participating in short-term programs. Eligibility is based on GPA and number of credits earned. Applications are submitted online in M-Flint WorldLink are typically due in January. Award decisions are provided to students in early February.

Available to eligible UM-Flint students:
- Graduate Dean Global Access Scholarship
- Matthew Hilton Watson Study Abroad Scholarship

Available to eligible UM-Flint students participating in IGS-sponsored programs:
- Ralph M. Freeman and Emmalyn E. Freeman Study Abroad Scholarship
- Esther C. Stone Study Abroad Scholarship
- Virginia Hoover Thompson International Travel Scholarship
- Myron and Margaret Winegarden Scholarship

Certain units and departments may also offer scholarships and grants to students based on their major.

FEDERAL SCHOLARSHIPS
There are federal scholarships available to eligible students:

- Benjamin A. Gilman International Scholarship. The Gilman Scholarship Program offers awards for undergraduate study abroad and was established by the International Academic Opportunity Act of 2000. This scholarship provides awards for U.S. undergraduate students who are receiving Federal Pell Grant funding at a two-year or four-year college or university to participate in study abroad programs worldwide. Visit www.iie.org/Programs/Gilman-Scholarship-Program for more information.

- Boren Award for International Study. Boren Scholarships provide up to $20,000 to U.S. undergraduate students to study abroad in areas of the world that are critical to U.S. interests and underrepresented in study abroad, including Africa, Asia, Central & Eastern Europe, Eurasia, Latin America, and the Middle East. The countries of Western Europe, Canada, Australia, and New Zealand are excluded. Visit www.borenawards.org/boren_scholarship for more information.

SCHOLARSHIPS AND GRANTS THROUGH EXTERNAL ORGANIZATIONS
There are other private and public organizations that may offer funding opportunities for students, depending on the country you are going to, as well as nationality. Students can also use crowdfund options, such as www.GoFundMe.com. For additional information please visit https://www.umflint.edu/international/educationabroad/financing-education-abroad.
Support Services of Education Abroad Office

The goal of the Education Abroad Office (EAO) is to provide quality service and support to students who seek international opportunities through education abroad and to support the internationalization efforts of the University of Michigan-Flint. The Education Abroad Office is committed to academic excellence and cultural enlightenment to equip students for active and intellectual participation in the global society.

SUPPORT SERVICES FOR PROGRAM LEADERS & UNITS

EAO staff are available to meet one-on-one with approved program leaders, as well as faculty and staff who are interested in developing a short-term international group travel program. EAO can provide information on the process, as well as guidance of resources. Other support services EAO offers to approved program leaders and units includes:

Program Marketing & Promotion. The following are the marketing provisions available for program leaders:
- Webpage in M-Flint WorldLink
- Individual program flyer (small and/or large)
- Inclusion in the annual brochure
- Invitation to the Education Abroad Fair
- Assistance with information session(s)
- Promotion during individual advising sessions

Enrollment of Applicants. Students will utilize M-Flint WorldLink—the education abroad online management software—to submit applications, as well as other requirements. Enrollment requirements include:
- Application Form
- Deposit
- Disciplinary Information & Criminal Information
- Participation Agreement
- Health Information Form
- Health Care Provider Clearance Form
- UM Travel Warning Destination Liability Waiver
- Additional items, as requested by program leaders

Scholarship Support. The Education Abroad Office supports the facilitation of scholarships earmarked for faculty/staff-led programs. Scholarship applications and recommendation letters are submitted in WorldLink. Award decisions are provided to students via email in February.

General & Country-Specific Health and Safety Pre-Departure Orientation. The Education Abroad Office will provide to students a general health and safety pre-departure orientation and concurrent quiz. The orientation and quiz is accessible to students in WorldLink.

Enrollment in Highway to Health (HTH) Insurance. The Education Abroad Office will enroll all program participants in Highway to Health (HTH) Insurance. Insurance cards will be provided to program leaders to distribute to students.

Registration in U-M Travel Registry. The Education Abroad Office will register the program travel details as well as participant details in the UM-Travel Registry.

Incident & Crisis Management Support. In conjunction with the International Travel Advisory Committee (ITAC) and other relevant units, the Education Abroad Office will provide on-going crisis management support throughout the duration of your program.

Communication with Students. The Education Abroad Office will communicate regularly with students to ensure safety compliance, information about deadlines, and respond to general questions about the program.
**M-Flint WorldLink**

*M-Flint WorldLink* is the UM-Flint education abroad online management software. As a program leader, you will be granted access to WorldLink to view the applicants and provide decisions to EAO to accept, deny, or waitlist a student. You will also have access to view the various items submitted by students.

Review the [How to Review Applicants in WorldLink](GoAbroad.umflint.edu) for a step-by-step.

[GoAbroad.umflint.edu](GoAbroad.umflint.edu)
Overview of Program Implementation Stages

Upon the final approval, you will be contacted by the Education Abroad Office to begin the implementation of the program.

Below are the stages of program implementation:

I. Marketing Preparation Stage (June – August)

This phase typically takes place during the spring and summer terms. During this phase, you are expected to:

1. Complete the online Group Travel Implementation Questionnaire. The form is used by EAO to design marketing materials for your program, as well as learn about specific requests you require.
2. Confirm the program budget and student program fee.
3. Verify content and flyer design.
4. Work with unit business administrator to establish a Project/Grant for the program. The PG is where all monies are collected and program expenses paid out of.

It can take several weeks finalize the design of flyers, web content, and brochures. The Education Abroad Office encourages faculty and staff to respond in a timely manner to questions and feedback inquires sent by EAO.

Information Regarding Student Dates & Deadlines

During this phase, EAO will provide you information on important student dates and deadlines. Keep these dates and deadlines handy.

Below are the dates and deadlines for the 2015-2016 year:

<table>
<thead>
<tr>
<th>Item(s) Due</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application, Deposit, Judiciary/Disciplinary Self-Disclosure</td>
<td>Friday, December 11, 2015</td>
</tr>
<tr>
<td>Scholarship Application</td>
<td>Friday, January 15, 2016</td>
</tr>
<tr>
<td>50% of Program Fee</td>
<td>Friday, February 19, 2016</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>Friday, February 19, 2016</td>
</tr>
<tr>
<td>Remainder of Program Fee</td>
<td>Friday, March 11, 2016</td>
</tr>
<tr>
<td>Complete Online Pre-departure Orientation &amp; Submit Pre-Travel Forms</td>
<td>Friday, April 8, 2016</td>
</tr>
<tr>
<td>Register for Course</td>
<td>Friday, April 22, 2016</td>
</tr>
</tbody>
</table>
II. Marketing and Enrollment Stage (September – December)

Marketing is probably one of the most important tasks of a program leader. While EAO can help promote your program, good marketing can really only come from you. This is because you are your program, and it is only through you that students can see the full range of benefits in considering the study abroad option. Keep in mind too that there are dozens of other options for students; your connection with them is what will stand out and entice them to enroll in your specific program.

Marketing is not advertising or selling your program; it’s creating and delivering value to your target population. If you are directing a study abroad program for the first time, please keep in mind that successful programs require a considerable amount of time and effort spent marketing.

The key to successful recruitment is to begin early and provide enthusiastic detail. Beginning early allows students to save money. Providing thorough and detailed information about the itinerary, housing, meals, costs, and travel arrangements in both printed material and personal presentations increases student enthusiasm and reduces concerns and questions from students and parents.

The most effective form of promotion is word of mouth.

Source: http://www.facultyled.com/study-abroadmarketing/

When fall semester commences, your program will be formally announced to students who can begin to apply. Become acquainted with the recruitment, publicity, curriculum and administrative practices of your unit’s previous study abroad offerings, particularly those of the previous year.

Marketing Strategies
The EAO will create a small and large flyer for your program, as well as a webpage in M-Flint WorldLink where students will apply. In addition to designing your own personalized brochure to include content such as the itinerary and interesting facts about yourself, you should consider the following marketing strategies:

- **Social Media.** Many students use social media to communicate and learn about opportunities in everything, including work, study, and travel. Utilize social media outlets such as Facebook, Twitter, or Instagram only market your program as well as keep enrolled students interested and engaged. Some programs leaders create

- **Department Webpage.** While EAO will provide a standard webpage for your program in M-Flint WorldLink, consider developing your own webpage that you can customize to your desires. Ensure that the wording on your site, particularly in regards to costs, deadlines, etc., is the same as that on the information sheet and EAO webpage. As part of your website, you may wish to include a continuously updated FAQ with items such as the program itinerary and answer to questions by students or parents. Remember that students are the target audience and will be most concerned with issues of cost, value, uniqueness, and attractiveness of the program as it fits with their degree requirements, personal needs and interests.

- **Photos & Department Flyers.** Photos and department-branded flyers can enhance the promotion of your program in printed materials, at information meetings and at study abroad fairs. Consider using photos that you already have to promote the program and plan to take numerous photos of students (identifiable as UM-Flint students) at various locations and in learning/intercultural settings.

- **Past Participants.** Utilize students who have previously participated in the program, especially at information meetings. Prospective students are very interested in hearing another student’s perspective; the testimony of past participants is one of the most effective marketing tools at your disposal.

- **Display.** Create a display to put in academic advising offices, outside your office, or on college/department bulletin boards.

- **Video.** This is probably one of the most enjoyable way to market your program – both for you and whoever is watching it. Making a video gives students a real look into what the program will be like. The video can simply include past student’s testimonials, photos, video clips & information about your program. An example of a catchy video can be seen at https://www.youtube.com/watch?v=nlHyh8zK8_Y&feature=youtu.be.
Classroom Visits. Announce your program in classes. Share information about your program with colleagues who can make announcements in their classes.

Information Sessions. Work with the Education Abroad Office to arrange for and attend student information session(s). The purpose of these meetings is to introduce prospective students to general aspects of studying abroad and the particulars about your program. Two or more meetings should be held no later than the semester prior to your study abroad program. Meetings before breaks are especially effective so prospective participants can discuss plans with their family. EAO can attempt to provide study abroad alums and/or international students to provide student voice during the information session support upon request.

Education Abroad Fairs. Participate in the annual UM-Flint Education Abroad Fair, typically held in late September/early October.

Personal Contact. Send e-mails and personally contact students who are likely to find the program interesting. Be available to counsel and assist interested students who have questions about the program or about the academic implications.

Blackboard. Set up Blackboard Organization to keep students engaged and excited after they have applied.

Advisors. Inform and work with academic advisors who advise your target student audience. Communicate with your colleagues so they can help recruit.

Special Events. Attend special events on campus, especially events sponsored by your college or department. Get involved in orientation program planning to be sure your program is highlighted to incoming freshmen.

Student Clubs. Target any specific student clubs that may have a particular interest in your program or help spread the word.

The Flint Journal or M-Times. Contact The Flint Journal or M-Times to see if they will write an article about your program.

Publications. Make sure your program is featured in your college/department communication and publications (e.g. e-bulletins, newsletters, magazines).

You are encouraged to include EAO in your communication with students to ensure that EAO is updated with program details. Encourage all accepted students to begin planning by reading the relevant sections of the Education Abroad Student Handbook.

REVIEWING APPLICATIONS & PROVIDING DECISIONS

The program leader is responsible for reviewing student applications and providing decisions in a timely manner. The role of EAO is to initiate the review process, as well as communicate the program leader’s decision to the student.

Outlined below is an overview of the review and decision making process:

1. Student completes an online application in M-Flint WorldLink and submits their enrollment deposit to EAO.
2. EAO will send a notification via email to the program leader to access WorldLink and review the student’s application.
3. The program leader will provide in WorldLink the decision to ACCEPT, DENY, or WAITLIST a student.
4. EAO will send notification via email to the student regarding the decision.

EAO will include the program leader its communications with students.

ENROLLMENT DEPOSIT

At the time of application, students will be required to submit an enrollment deposit. This deposit is typically non-refundable and is applied towards the overall program fee. An application will not be considered unless an enrollment deposit is provided. Only in instances when students not accepted to a program will their deposit be returned.

Enrollment deposits are very important. They convey that a student has genuine and strong interest in a program. Without this financial commitment, a student can easily withdraw, leaving the program and a truly invested without an opportunity to participate.

All enrollment deposits are collected by EAO and submitted to the Cashier’s Office for processing.
By January, you should have a confirmed student roster. Maintain regular contact with students whom you have accepted into the program. This ongoing communication is vital to keep students engaged and excited about participating and will ultimately reduce the number of students who cancel just prior to departure. Include EAO in your communication with students to ensure that EAO is updated with program details. Encourage all accepted students to begin planning by reading the relevant sections of the Education Abroad Student Handbook.

**Pre-Departure Student Orientations**
Program Leaders are expected to offer program and travel orientations to students to the program prior to departure. Program Leaders are also required provide country-specific health and safety pre-departure orientation prior to departure. This orientation is offered jointly with the Education Abroad Office (EAO).

**Program & Travel Orientations**

- The first orientation should occur shortly after your roster has been confirmed. This orientation may cover the general overview, introducing students and program leaders to one another, inform students of entry requirements (visa and immunizations), discuss program start and end dates, discuss personal travel before or after, let students know when they should purchase flight tickets (and if you are purchasing tickets as a group), etc.
- Conduct at least 6 hours of additional pre-departure orientations to cover the topics of academic expectations, health and safety preparation, insurance, entering the host culture, culture shock, travel / arrival logistics, the itinerary, housing, money concerns, necessary documents, packing, rules, teambuilding, etc. travel preparation and packing; Please see appendix for detailed list of orientation topics to be covered.
- Arrange for a time when an EAO staff can meet with the participating students to discuss requirements students have to complete in M-Flint WorldLink.
- If you have a co-leader, include them in orientations as much as possible. Also, provide the Education Abroad Office with your orientation dates and times.

**Country-Specific Health and Safety Orientation**

- This orientation will be offered jointly by the Education Abroad Office. Program leaders will be provided a PowerPoint presentation which will be used during the orientation.
- The purpose of this orientation is to adequately inform participants of country-specific health, safety and security information specific to the country and region being traveled. The goal is to prepare participants to be vigilant and be responsible for personal behavior while they engage in activities abroad and equip them with the tools to address emergencies abroad.
- This orientation should cover a number of topics that are specific to the country being traveled. Topics will include: Culture of the Country and Code of Conduct/Behavioral Expectations; Laws and Law Enforcement; Public Transportation; Health, Safety, and Security Concerns; Culture Shock; Diversity Abroad

**Program Leader Health & Safety Pre-Departure Orientation**
Program leaders are required to participate in a health and safety orientation prior to departure. The orientation is geared to provide program leaders with resources and best practices of successfully leading an international group travel program. It will also provide an overview of their roles and responsibilities as a Campus Security Authority as well as an overview of campus and university system-wide crisis management protocols.

**University Scholarship Awards**
Students who apply for the following scholarships will be notified in early February about scholarship decisions: Graduate Dean Global Access Scholarship, Matthew Hilton Watson Study Abroad Scholarship, Ralph M. Freeman and Emmalyn E. Freeman Study Abroad Scholarship, Esther C. Stone Study Abroad Scholarship, Virginia Hoover Thompson International Travel Scholarship, Myron and Margaret Winegarden Scholarship.

Scholarships are applied towards the program fee. Students must be register for the course associated with the program or else scholarship will be rescinded.
**Pay for Program Expenses**
At least 90 days prior to departure, please contact the Financial Services & Budget to discuss the appropriate methods to (1) acquire funds and (2) procure travel expenses. Work closely with your business administrator to facilitate payment for program expenses and get Cash Advances.

It is advised to wait until all student program fees have been collected to initiate payments for program expenses.

**Purchasing Group Airline Tickets**
If airfare was included in the program fee, it is your responsibility to facilitate the purchasing of tickets for yourself and student participants. Before purchasing tickets, please confirm with students as you do not want to purchase a ticket for a student who has not completed paying the program fee and/or is not committed to the program.

You are advised to begin looking at tickets after the student withdrawal deadline in late February. We recommend purchasing tickets at least 6 weeks in advance to program start date and notifying students as soon as you have the flight itinerary.

**Travel Agencies**
Conlin Travel is a university authorized travel agency utilized by many individuals and departments at the University of Michigan. Contact information is provided below:

- If purchasing less than 10 tickets, call 855-200-8785
- If purchasing 10 or more tickets, call 734-477-6008

When speaking to travel agencies, it is advised to find out about all costs related to using their services.

**Unique Student Travel**
Generally, most students will travel with the group and agree with the ticket start and end dates. In some cases, a student may want to travel independently prior to the start date or stay in the country after the program is over. As such, their ticket travel dates, as well as costs, will be different from that of the group. Students who choose to travel independently are required to have their ticket purchased with the group/travel agent and pay for any additional costs incurred. Please contact EAO who can facilitate this process and work with the Cashier’s Office to collect any additional fees of the independent travel.

**Passport Information**
A passport is required for all travelers, including student participants as well as program leaders. EAO will collect copies of passport from students to verify validity, as well as provide resources for students who need to apply for a new passport or renew a passport.

**Visa Information**
A “visa” is a conditional authorization—usually provided in the form of a sticker or stamp in a passport—granted by a country to a noncitizen to enter and temporarily remain within that country. Visas typically include limits on the duration of the noncitizen’s stay, territory within the country they may enter, the dates they may enter, or the number of permitted visits.

It is each program leader's responsibility to research and obtain entry/exit requirements. The consulate or embassy of each country of destination determines the visa requirements and application process for each type of visa. Consular information and entry/exit requirements are located on the U.S. Department of State website: [http://travel.state.gov/](http://travel.state.gov/).

In cases where a visa will be required for participants of the program, program leaders are encouraged that visa fee as part of the overall program fee and facilitate the visa application process.

EAO can provide visa support letters to students. This visa support letter will provide the name and UMID of each student, as well as state that the student is participating in a university program in which a program fee is collected to covers travel expenses.

It is expected that program leaders provide support to any non-US citizens who may have unique entry requirements.

**Course Registration**
If you are leading a program that has a credit-bearing course component, it is your responsibility to ensure that students have registered for the course prior to departure. EAO will send reminders to students to register for the course, but it is critical—for yourself and for your unit—that you follow-up with students and address those who have failed to register for the course. A student can be withdrawn from a program for failure to register for a course and will not be permitted to travel with the group.
In some cases, students may register for an alternative course that is not associated with the program. The student must get permission from you and the department/unit of the alternate course.

**Immunization and Vaccinations**

All program participants should access the U.S. Centers for Disease Control and Prevention website (http://wwwnc.cdc.gov/travel/destinations/list.htm) to carefully read all sections pertaining to their host country and intended travel destinations. Students should print the relevant sections and take them abroad and should contact their doctor if they have specific questions or need further information.

Students are encouraged to visit their local public health department for information on vaccination and immunizations.

**IV. Abroad Stage (May – August)**

**Arrival Confirmation**

Program leaders are required to contact the Education Abroad Office upon arrival in the host country to confirm when all students have arrived—or if any issues arose—and when the program has commenced.

**On Site Orientation & Responsibilities**

Facilitate on-site orientations upon arrival and throughout the program (we encourage at least 1 per week). Other responsibilities on site should include:

- Remain "on-site" throughout the duration of the program and remain available to students for both personal and academic issues
- Encourage students to be fully integrated into the educational and cultural experience
- Handle student disciplinary issues that may arise
- Fulfill academic requirements outlined in the course syllabus
- Facilitate interactions with local vendors and partners
- Be accountable for logistics (accommodations, transportation, guest speakers, arrangements with partners, etc.) and excursions before the program and while on-site
- Complete the *Incident Report Form* as necessary and notify UM-Flint Department of Public Safety and the Education Abroad Office immediately of any significant, on-site issues. When completing the *Incident Report Form* after contacting the police, be mindful of collecting all information needed to meet Clery Act requirements. This includes the type of crime, where it took place, when it took place and to whom the crime was reported. (See appendix)
- Maintain contact with UM-Flint for the duration of the program

**Finances: Keep Expense Log**

Program Leaders are asked to keep clear and consistent records of all expenses throughout the project year. While on site, faculty should complete a log of expenses to account for use of their funds. Several forms have been created to track site leader, project, and student expenses. Copies of these forms will be provided to Business Administrators and an example is provided in the appendix. Expenses should be clearly marked in either US Dollars or local currency.

**Health & Safety Abroad**

Maximizing student health and safety while abroad requires a partnership between students, program leaders, and the University of Michigan-Flint. We take student health seriously; in return, we expect students to be equally serious and participate actively in minimizing their risks while abroad.

In collaboration with the International Travel Advisory Committee (ITAC) and the University system-wide International Travel and Oversight Committee (ITOC), the University of Michigan-Flint has established policies and protocols to address health and safety concerns associated with international travel. More detailed information about health and safety abroad can be found on pages ... Additional information—including the protocol for responding to incidents and crises—can be found in the *International Travel Incident and Crisis Management Handbook*. 
V. Return Stage (May – August)

PROGRAM CONCLUSION COMMUNICATION
Program leaders are required to contact the Education Abroad Office upon completion of the program.

RECONCILING THE BUDGET AND P/G
The program leader and sponsoring department and/or unit offering the program is responsible for analysis and reconciliation of the budget. A formal process should be established to evaluate budget to actual expenses by expense category to help identify inefficiencies and future budget planning. Program leaders should work closely with their business administrator in order to determine this process.

Receipts
Once travel has concluded, Program Leaders must submit all project receipts directly to their Business Administrator. All original receipts must be kept in the supporting department for the department’s financial records and should not be submitted to EAO. Please use the receipts template in the appendix for expenditures where obtaining a receipt is not possible. Keep in mind that the University requires that expense reports be submitted within 45 calendar days from the end of the trip.

Balances
After completion of the program of all final budget reports, any remaining funds will be returned to the unit. Each Program Leader’s supporting unit is responsible for covering any overdrawn project funds. Program Leaders should discuss with their unit and Business Administrator in advance how overdrawn balances will be handled should they occur.

SUBMITTING GRADES
It is expected that a program leader will submit grades in a timely manner and in accordance to the instructions provided by their unit and the Registrar’s Office.

OTHER REQUIREMENTS
Program leaders should complete any other tasks as requested by their department or sponsoring unit(s).

Post-Program Activities for Students
A study abroad program faculty leader is expected to assist his/her successor with advice regarding recruitment and planning for the next program offering. Maintain contact with your students. Chances are that your mentoring and professorial relationship may be the most significant one during your students’ careers. Assist them with their readjustment and possible reverse culture shock. Reassure them that as difficult as it is to adapt to an entirely new culture, it can be just as challenging to come back home after being away for any period of time. It is best to know what they might encounter in order to prepare for this adjustment period. They can expect to experience some measure of reverse culture shock. Remind them that the world at home did not stop while they were gone.

Upon return home, students may find they are not the only ones who have changed during their absence. Everyone and everything else will have changed as well. Remind them to take time to readjust slowly. Suggest ways to use the interests and skills they have gained while abroad such as:

- Talk with students from the program or others who have studied abroad
- Develop a Web site for the program
- Share experiences by working as a Peer Adviser in EAO
- Talk about the experience to clubs and groups, including adults and children
- Work with international students
- Join international organizations and clubs
- Continue foreign language training
- Write for The Flint Journal, or a local home paper
- Continue studying about the host country by taking related courses, reading international papers, viewing films and videos, or writing research papers
- Volunteer to work in the community or on campus. Help organizations that support community service and development. Look for groups working with immigrants, refugees, or the aged that can use the skills of listening, patience and empathy
- Start thinking about when and how to return abroad. Some students have applied to graduate schools in the country in which they studied; have applied for funding to return abroad (Fulbright Scholarships are available for graduating seniors); have found employment possibilities while they were on the program; have joined the U.S. Peace Corps; or have just returned to visit host family and friends
- Integrate the best of the two cultures. It is not necessary to give up one at the expense of another
Online and Print Resources

The following are relevant resources faculty and staff program leaders.

TRENDS IN U.S. STUDY ABROAD
- Institute of International Education (IIE): Open Doors Data
- Institute of International Education (IIE): Generation Study Abroad
- US News and World Report: How Studying Abroad has Changed in the Past Decade
- Education Week: Helping our Students to Study Abroad—Trends and Advice
- U.S. Department of State: 100,000 Strong Educational Exchange Initiatives

PROGRAM DEVELOPMENT & IMPLEMENTATION
- NAFSA, Association of International Educators: Study Abroad Online Resources
- NAFSA, Association of International Educators: Resources for Faculty Led Programs covers a number of topics, including:
  - Best Practices in Effectively Managing Social Media for Education Abroad
  - Curriculum Integration: Best Practices
  - Student Health and Safety Abroad: Collaborations Between Staff and Faculty
  - Global Learning Rubric
  - Study Abroad in U.S. Business Management Education
  - Aligning Assessments: Study Abroad and Undergraduate Learning
  - The Rationale for Developing Global Competence
  - Internationalizing the Disciplines
  - Embedded Education Abroad Faculty Toolkit
  - Methods, Systems, and Suggestions: Short-Term Education Abroad
- NAFSA, Association of International Educators: Resources for US Students Seeking to Study Abroad
- Forum on Education Abroad: Standards of Good Practice
- Forum on Education Abroad: Short-term Program Resources
- Center for Global Education: Resources for Study Abroad

PROGRAM & TRAVEL PRE-DEPARTURE INFORMATION
- Travel Documents/Information
- Packing for Study Abroad

ADDRESSING DIVERSITY ABROAD
- Mobility Abroad, Advancing Disability and Leadership Globally
- Country and Culture Information

ADDRESSING CULTURE SHOCK
- The Study Abroad Rollercoaster of Emotions
- Homesickness
List University Forms

Faculty/Staff Forms

- International Group Travel Health & Safety Assessment Form (soon to be the Application for International Group Travel)

Student Forms

- Application Form
- Disciplinary Information & Criminal Information
- Participation Agreement
- Health Information Form
- Health Care Provider Clearance Form
- Emergency Medical Treatment Authorization Form
- UM Travel Warning Destination Liability Waiver

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